

## Information on small community events involving a road closure (Street Play)



WAVERLEY  
COUNCIL

*Waverley Council wants to encourage residents to get to know each other, build connections and through this become more resilient. Community events and celebrations are a great way of doing this. These guidelines will help make the approval process for events involving road closures as easy as possible.*

### What is a small community event involving a road closure?

It is a small event held within the local community for people to gather. This would typically be neighbours having a small celebration or a local institution (say a church) having a gathering.

The event involves people congregating within a section of road that has been temporarily closed to traffic. Access for residents and emergency services would still be possible under guidance.

It is an event:

- organised and funded by residents
- with only up to 100 people attending
- without external publicity
- in a single or linked couple of streets
- not having structures such as stages
- not requiring any licence

It is not:

- an event that attracts people from outside the immediate community
- an event with products (food or otherwise) for sale unless authorised by Council
- a party advertised on social media to the general public



It is classified as a “Private Event” under the Waverley Council Events policy. It is an event with minimal impact on local roads and negligible impact on the non-event community.

Council will consider applications for road closures for community events involving up to 100 people. If your event is smaller than 30 people, you may consider holding it on the footpath or another area which doesn't require approval.

For gatherings of more than 100 people, please see “Waverley Council Events Policy”. You may be referred to Council's Traffic Committee for review and then approval by our elected councillors.

### Do you need to close the road?

Before considering whether you want to close the road consider whether you could hold your event within the footpath / verge / parking spaces or within public open space at the end of the street or nearby. These alternatives could prove easier to manage on the day.

### Closing the road

Closing the road for events is usually OK for streets with low traffic volumes, low speeds, and minimal through traffic.

**Closing the road does not give you exclusive access to the closed section. The general public has the right to pass through and pause within the closed section of road. You do not have the authority to asked others to move on.**



You can use waste bins, traffic cones, bunting and signs to identify the road closure. You may need some advance warning signs.



### Relevant guidelines

There are a number of guidelines which apply to events. They are mostly relevant to events larger than a community event. They include:

- Waverley Council Events Policy - Approved October 2015
- Waverley Council Events Management and Delivery Guidelines V9 October 2015
- The NSW government Guide to Traffic and Transport Management for Special Events Version 3.5 - July 2018 (found on the RMS website)

Read these documents to find out more information about larger events.

### What you need to do

There are a number of things you need to consider if you want to hold a community event. They include:

- 1) Step 1 – who does what
  - a) Who is to take responsibility as the event organiser?
  - b) Who is to take responsibility for the road closure?
  - c) Who else is needed to form the core organising team?

- 2) Step 2 – who do we invite → You need to ensure that the event is accessible to the local community.
- 3) Step 3 – how will we let them know → A letterbox drop early in the piece will help you learn the support for the road closure.
- 4) Step 4 – what day and times do we plan to hold the event → don't forget that some people like an early night (say a 7.00 pm close).
- 5) Step 5 - how are we going to close the street → signs, bunting, traffic cones?
- 6) Step 6 – how much is this going to cost → relatively little if tasks are shared. Information on public liability insurance requirements is available from Council.

Questions relating to these issues are contained in the application form.

### Notification letters

A notification letter to affected residents is a courtesy that is good for the neighbourhood and helps with your application. You should advise residents and businesses of the proposed event, date, and times by letterbox drop (or just a note under their front door).

People to be notified should include properties, residential or commercial, which are located on or accessed only by the road/s you wish to close. Include properties with pedestrian access onto the street even if they don't have driveways directly connecting to the street.

### What days and times are good?

You would generally hold a community event on a Friday evening, Saturday, Sunday or public holiday. Some events may be held on a weekday evening (e.g. Halloween). Events mid-week which run late can disturb some residents.

Try finish the event by 7.00 pm so noise issues do not arise with neighbours. Try to have the main event indoors if you are watching/celebrating a sporting event that goes late.

### Traffic management plan requirements

A traffic management plan is required as part of the special event. It is not complicated. It is just of record of what you plan to do and how you plan to manage the traffic.

Managing of traffic simply relies on someone setting up and taking down the road closure and someone being available to assist if a driver of a vehicle needs access into or out of the closed section of road. It could be an ambulance, fire engine, or just a local resident. Plan for these exceptions even if they are unlikely to occur.

If on-street parking is affected, then you will need to advise how you will be accommodating this.

Most of the details required for the Traffic Management Plan are covered by the completion of the application form. It doesn't hurt for you to have your own separate plan which fleshes out the details in the application. Your plan can be distributed to neighbours involved in organising the event.

### Noise

It is an offence to emit offensive noise in a public place under the Protection of the Environment Operations Act, 1997. You need to take this into consideration when planning activities.

Amplified noise should be avoided. PA systems should not be used for these small events.

If the event causes noise complaints and is considered offensive the authorised Officers of Council, the Department of Environment and Climate Change NSW (DECC) or the Police may issue a verbal noise abatement direction on the spot. Failure to comply with the direction of an authorised officer can result in a penalty.

## Cleaning up

A good community event is an event which the community cleans up afterwards. Plan for this and make sure you have a group of helpers ready to leave the street as clean (or even cleaner) than it was before the event.

## We're ready to go. What do we do now?

Lodge your application with Council. Some questions from Council are likely to follow. Council will then:

- give you feedback from Council's review of the application
- RMS and police feedback will be included in Council's review
- hopefully Council will send an approval with the conditions that need to be met
- if Council has problems, we will try to resolve them with you

## Unforeseen incidents

There may be an occasion where things do not go to plan due to things outside your control. This could include:

- Unplanned visitors from outside your neighbourhood resulting in more numbers than expected.
- Excessive noise.

In both these and other cases you can call the local Police if you feel the need to do so.

## What are the clinchers?

It's simple – have a good traffic plan and have community support.

## Public Liability Insurance

The provision of insurance is non-negotiable. Council will advise you on what insurance is required and how it can be obtained.

## Timing

Allow at least 2 weeks for the application to be processed. The earlier you submit the better. You will want your approval some weeks before the event so you can finalise the organising at your end.